



## Job Announcement

<http://mdcourts.gov>

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<b>Opening Date:</b>	September 28, 2007	<b>Closing Date:</b>	October 12, 2007
<b>Job Title:</b>	Courtroom Clerk/Civil/Criminal Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	083601	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Frederick County Frederick, Maryland	<b>Grade/Entry Salary Range:</b>	J07 \$29,892 - \$35,459 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Processes, coordinates, and docket all phases of civil/criminal cases. Processes and maintains civil/criminal case files by reviewing pleadings, types docket information on index using the computer and establishes case file folders. Assists the public, attorneys, and staff by providing information about the status of cases or about Clerk's office procedures, both in person and by telephone. Prepares summonses and other documents for distribution. Provides courtroom assistance for all types of cases. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury Commissioner and assignment office as necessary. Administers appropriate oaths. Keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates all necessary paperwork and secures necessary signatures on forms. Works overtime as needed.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include: one year of experience working in a trial or appellate court.

or

One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry, or word processing.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for the required year of experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and appropriately provide information to customers. Ability to interpret comments and notations and record essential information. Ability to work efficiently with considerable time constraints. Ability to perform all of the essential functions of this position.

**Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Sandra K. Dalton, Clerk of Court  
Circuit Court for Frederick County  
100 West Patrick Street  
Frederick, MD 21701

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.